



**INDIANA  
ARTS COMMISSION  
&  
JASPER COMMUNITY  
ARTS COMMISSION**

**REGIONAL ARTS  
PARTNERSHIP**

*Region 11  
Grant Program for  
Organizations*

Fiscal Year 2011:  
*July 1, 2010-  
June 30, 2011*

**Letter of Intent Deadline:  
March 26, 2010**

**Application Deadline:  
April 30, 2010**

Complete Packet Includes:

- Guidelines
- Application Form
- Timeline

February 2010

## **FY2011 Contents of Regional Arts Partnerships Grant Program Guidelines**

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# **1. About the Indiana Arts Commission**

## **A. OVERVIEW**

The Indiana Arts Commission (IAC), a state agency, was established in 1969 to increase the support, awareness, and outreach of the arts in communities across the state. The IAC administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA).

The agency is governed by a 15-member board of directors appointed by the Governor of the State of Indiana to four-year terms. A professional staff and over 100 Hoosier volunteers from all walks of life support the Commission's programs and services. The Commission holds quarterly business meetings in various locations of the state; these meetings are open to the general public for observation.

## **B. GOALS**

The Indiana Arts Commission has four major goals:

1. Support the Regional Arts Partnership;
2. Increase public awareness of the arts and the role of the IAC;
3. Support arts education statewide; and
4. Support individual artists.

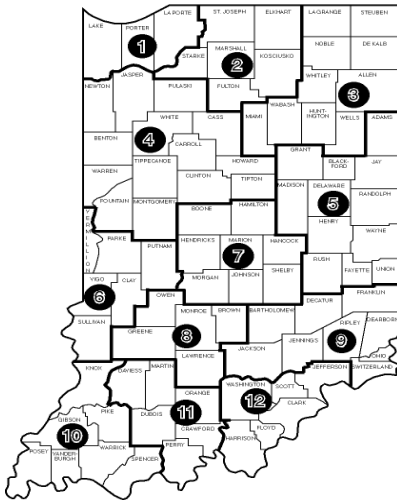
## **C. OVERVIEW OF THE REGIONAL ARTS PARTNERSHIP, MAP, AND ROSTER**

In 1997 the IAC and 12 community-based organizations jointly established the Regional Partnership Initiative, a collaborative project to enhance support for arts and cultural activities statewide, especially in underserved areas. The partnership was developed to address issues that arose during the IAC's 1995 strategic planning process: 1) the desire for easy access to quality technical assistance that would further the financial, managerial, and artistic development of arts providers, and 2) the desire for more local control in the allocation of state resources for the arts.

Each of the 12 Regional Arts Partners works in cooperation with the IAC to provide four core services to artists, arts providers, and arts consumers in a specific multi-county region of Indiana. The core services include cultural planning, grants making and management, information and referral, and technical assistance. Regional cultural planning efforts began in 1998. The Regional Arts Partners use information about the needs of local artists, arts providers, and arts consumers to develop and provide services.

Beginning in July 1999, the IAC provided regional block grant funds to all Regional Arts Partners for re-granting to arts providers within their regions. This means that applicants for Arts Organization Support (levels I and II) and applicants for Arts Project Support submit applications to the Regional Arts Partner which serves the county in which the applicant is located. The IAC continues to directly fund statewide arts institutions and large multi-regional arts providers.

## INDIANA REGIONAL ARTS PARTNERSHIP—2010



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## **D. GRANT MAKING PHILOSOPHY**

The Indiana Arts Commission and all Regional Arts Partners recognize the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within each region. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

## **E. CONFLICT OF INTEREST POLICY**

Board members, staff, and volunteers of the Indiana Arts Commission and all Regional Arts Partners must declare conflicts of interest which may preclude their impartial participation in decisions concerning state or regional policies, services, or the allocation of statewide or regional arts funding. These individuals cannot participate in related discussions or decisions when a conflict of interest is declared. Contact the IAC and/or your local Regional Arts Partner for more information.

# **2. General Information**

## **A. GENERAL ELIGIBILITY**

To be eligible to apply, organizations:

1. Must be either an Indiana public agency (part of city, county, or state government) OR a private, nonprofit, tax-exempt organization OR part of a larger Indiana public agency or tax-exempt nonprofit organization with a separately identifiable organizational structure, governing body, and financial reporting system.
2. Private nonprofit organizations must be incorporated in the state of Indiana at the time of application, and have received recognition of tax-exempt status from the Internal Revenue Service (IRS). In some cases, an eligible tax-exempt organization may act as a fiscal sponsor for an organization that has not yet secured tax-exempt status.
3. Must be in good standing with the IAC and the Regional Arts Partner and in compliance with all IAC requirements.
4. Must be Indiana-based and have an Indiana address within the IAC regional area in which application is made. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an IAC regional address, and provide arts activities in that region to be eligible.

## **B. LOCAL MATCH REQUIREMENTS AND EXCEPTIONS**

All applicants must provide some level of match. In general:

1. Applicants must match IAC Regional Partnership funds on a dollar-for-dollar basis;
2. The match may be a combination of cash and the value of necessary donated goods and services (in-kind); and
3. At least 50% of the local match must be cash.

Exceptions:

State colleges and universities must match each IAC dollar with at least one-dollar cash from documented non-state funds.

State agencies must match each IAC dollar with at least two dollars cash from documented non-state funds.

## **C. GENERAL RESTRICTIONS**

Regional Arts Partnership funding **cannot** be used for:

1. Cash reserves; deficit reduction, or deficit elimination;
2. Events in private dwelling places or other locations not open to the general public;
3. Consumable supplies and materials not directly related to the project;
4. Capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. Costs of receptions, food, or beverages;
6. Travel outside the United States;
7. Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. Activities not associated with arts programs and services;
9. Projects to be delivered outside the state of Indiana;
10. Project expenses outside the state fiscal year (July 1-June 30); and
11. Private functions, religious services, lobbying activities, any non-public activity or activities that are solely for the purpose of fundraising;

## **D. PRESENTING AND TOURING RESTRICTIONS**

**PRODUCER:** An organization that creates or organizes arts performances, exhibits, readings, screenings, etc., which will be provided to audiences located outside the area in which the producer is based.

**PRESENTER:** An organization that enters into a purchase of service contract with a producer in order to provide arts performances, exhibits, readings, screenings, etc., created or organized by the producer, to audiences located within the service area of the presenter.

Producers seeking Arts Organization Support (AOS) or Arts Project Support (APS) must describe their proposed touring activities in the application narrative and in the project timetable, and include touring expenses and income in the proposed budget. Producers receiving AOS or APS funding are expected to utilize this funding to subsidize a portion of the total cost of each presenter-sponsored tour or presentation.

Presenters seeking to purchase touring services from Indiana-based producers which receive AOS or APS grants in the same fiscal year CANNOT apply for additional AOS or APS funding to support any portion of the final negotiated fee. Before submitting an application for this type of support, verify that the Producer does not receive AOS or APS funding by checking with the producer or with the Regional Arts Partner.

### **3. About the Arts Organization Support (AOS) Grant Program**

#### **A. DESCRIPTION OF ELIGIBLE ACTIVITIES**

The Arts Organization Support (AOS) program provides support for the ongoing artistic and administrative functions of Indiana arts organizations for a full year of services. Operating expenses may include but are not limited to salaries, administrative fees, staff development and training, space and equipment rental, promotion, and production costs, etc., needed to support the organization's yearly activities.

#### **B. OBJECTIVES**

To provide general public access to quality arts and cultural activities with special attention to underserved communities. "Underserved communities" include people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances.

#### **C. WHO MAY APPLY**

All organizations must meet four general requirements to apply. (See page 6)

##### AOS Eligibility Requirements

In addition to the general eligibility requirements on page 6, an organization applying in this category:

1. has arts programming and/or service as its primary mission;
2. has at least a one-year history of arts programming/service delivery since date established;
3. carries out an annual process for program planning and evaluation with input from the community to be served;
4. has a governing body that is representative of the organization's service area;
5. has an annual independent examination of finances (may be an audit, review, or compilation); and
6. has no delinquent IAC or Regional Arts Partner final grant reports.

#### **D. GRANT AMOUNTS**

Maximum Request:

**FY2011: Up to 20% of projected operating expenses or \$5,000, whichever is less.**

Minimum Request

**FY2011: The minimum request is \$1,000.**

#### **E. Local Match Requirements**

Local matching funds are required. See page 6.

#### **F. Restrictions**

See page 7 for General Restrictions.

AOS grantees may not receive other IAC support in the same fiscal year.



## **G. GRANT PERIOD**

All FY2011 AOS activities must take place between July 1, 2010, and June 30, 2011.

## **H. LETTER OF INTENT**

A letter of intent is required prior to submitting a formal application. This letter will identify for the Regional Arts Partner any potential problems that would prevent an organization from making application for grant funds in this program. Please review the suggested format and directions (page 12) prior to completing the letter and consult with the Regional Services Coordinator for additional information if necessary.

### **LETTER OF INTENT DEADLINE**

All information required is due in the Jasper Arts Center  
by 4:30 pm Friday, **March 26, 2010 EST**

### **APPLICATION DEADLINE**

All application materials are due in the Jasper Arts Center  
by 4:30 pm Friday, **April 30, 2010 EST**

## **4. About the Arts Project Support (APS) Grant Program**

### **A. DESCRIPTION OF ELIGIBLE ACTIVITIES**

The Arts Project Support Program (APS) provides funding to Indiana arts and “non-arts organization”(\*) to support a distinct aspect of the organization’s arts activities, such as a one-time event, a single production, an exhibition, an educational seminar, or series of related arts activities, such as art classes or training sessions. Projects may include, but are not limited to: concerts, theater productions, visual art exhibits, presenter touring programs, artist residencies in schools or other community settings, or a broad range of arts-related services for Indiana citizens, artists, arts organizations, and communities.

(\*) “Non-arts organizations” do not have the arts as their primary mission. They include pre-K, elementary, secondary schools, and, in some cases, colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; professional associations; public libraries; public broadcast stations; health and human service agencies; and other public agencies and private nonprofit tax-exempt community-based organizations.

### **B. OBJECTIVES**

To provide general public access to quality arts and cultural activities, with special attention to underserved communities. “Underserved communities” include people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances. To provide general public access to educational opportunities where Indiana citizens of all ages can learn about and experience different art forms and participate in arts activities.

### **C. WHO MAY APPLY**

All organizations must meet the four general requirements specified on page 6 to apply.

In this category, an organization that meets the eligibility requirements on page 6 may act as a fiscal sponsor for an organization that has incorporated as an Indiana nonprofit but has not yet received its tax-exempt status. When this happens, the fiscal sponsor is the applicant of record. (See Appendix A. for more information about fiscal sponsor responsibilities.)

### **D. GRANT AMOUNTS**

Maximum Request:

**FY2011: Up to 50% of allowable project expenses or \$5,000 whichever is less.**

Minimum Request:

**FY2011: The minimum request is \$1,000.**

Your request must be based on the budget for the project and not the last annual operating budget for your organization.

### **E. LOCAL MATCH REQUIREMENT**

Local matching funds are required. See page 6 for instructions.

## **F. RESTRICTIONS**

- See page 7 for General Restrictions.
- APS grantees may not receive other IAC support in the same fiscal year.

## **G. GRANT PERIOD**

All FY2010 APS projects must take place between July 1, 2010 and June 30, 2011.

## **H. LETTER OF INTENT**

A letter of intent is required prior to submitting a formal application. This letter will identify for the regional arts partner any potential problems that would prevent an organization from making application for grant funds in this program. Please review the suggested format and directions (page 12) prior to completing the letter and consult with the Regional Services Coordinator for additional information if necessary.

### **LETTER OF INTENT DEADLINE**

All information required is due in the Jasper Arts Center  
by 4:30 pm Friday, **March 26, 2010 EST**

### **APPLICATION DEADLINE**

All application materials are due in the Jasper Arts Center  
by 4:30 pm Friday, **April 30, 2010 EST**

## 5. Application Review Process

### A. LETTER OF INTENT

All applicants are required to submit a Letter of Intent to the Jasper Community Arts Commission by **4:30 pm on Friday, February 26, 2010**. The purpose of this letter is to allow projects to be pre-approved as eligible for funding prior to the organization completing the application process. Information will be reviewed and time will be allotted for corrections to proposed projects so that applications submitted on/before the deadline will be ready for review. The following information will be required within this letter of intent and will be the basis for this approval to continue in the application process.

- A. Grant contact with daytime phone and email address
- B. Name of organization and status as a non-profit organization or as a fiscal sponsor of arts providing organization. First time applicants will be required to present documents regarding non-profit status and eligibility at this time.
- C. Proposed timeline for all grant activity
- D. Estimated funding request based upon proposed project(s). This amount may be changed on the actual application but should remain within the stated guideline figures.
- E. Brief proposal of activities and expenses covered by grant award
- F. Evidence of organization's ability to match funding dollar for dollar with other funding source

### B. REQUIRED APPLICATION INFORMATION

Applicants must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and support documents (as requested) by 4:30 pm EST Friday, **March 26, 2010** to allow for uniform review of all applications.

Submit requested materials only. Please do not submit additional materials that have not been requested. Submitting additional materials can make your application ineligible.

Following staff review of application materials, applicants will be notified by telephone and e-mail of errors that make the application ineligible for review. A hard copy will also be sent. Applicants will have five (5) days from the date of phone notification to submit final revisions by phone or e-mail, followed by a mailed hard copy to the Jasper Community Arts Commission's Regional Services Coordinator. If not corrected within the five-day grace period, applications will be ineligible for review. The JCAC will dispose of ineligible applications not claimed after 30 days.

### C. ADVISORY PANEL REVIEW

The Regional Arts Partner and the Indiana Arts Commission have established an advisory panel process to assist in the evaluation of grant applications. Panels will be appointed by each Regional Arts Partner and will be composed of persons from each region who are knowledgeable in the arts, not-for-profit management, and/or community development. Regional Partners will strive to balance advisory panel composition with consideration to race, gender, regional representation, and special needs.

Panelists will review all applications and evaluate how well each addresses the three review criteria (quality, community impact/public benefit, and management). Following each panel meeting, the Jasper Community Arts Commission will use a funding formula

that takes into consideration the panel's ratings and available funds to determine funding recommendations.

Panel meetings are open to the public for observation and may be recorded. Applicants are encouraged to attend. Applicants cannot “lobby” panelists on behalf of their applications before, during, or after the panel meeting.

Audience members attending the panel review meeting, who have signed in as the representative of a specific organization, will be permitted to present a written correction to the panel moderator for inclusion in the discussion if a panel member presented facts written in the application in a false manner. (All discussion regarding the grant must be completed within the 15-minute time allowance per grant application.)

## **B. EVALUATION CRITERIA AND INDICATORS**

All applications for funding will be judged on how well they meet the following criteria, with a **minimum panel score of 80 out of a possible 100 points required** in order to receive **any** funding through the Region 11 Regional Arts Partnership

- **QUALITY.** The proposed activities, project, or service will be of the highest quality possible in relation to the community. (30% of score)
- **COMMUNITY IMPACT/PUBLIC BENEFIT.** The proposed activities, project, or service will have a significant impact on the organization and/or the community the organization serves. (40% of score)
- **MANAGEMENT.** The organization delivering the proposed activities, project, or service will be well managed. (30% of score)

## **INDICATORS**

To determine if or how well an application meets the criteria, panelists will use the following indicators. “Project” refers to the activities for which funding is requested. In APS this is a distinct time-limited activity. In AOS this is a full year of services.

### **QUALITY (30% of score)**

- The goals and objectives of the proposed activities are clearly explained and are consistent with the organization’s mission, long-range plans, and IAC goals.
- The artistic goals and program design are consistent with the organization’s resources.
- There appears to be a sufficient number of appropriate and qualified personnel (or independent contractors, including artists), paid or volunteer to carry out the proposed activities.
- The audience has been clearly identified and estimated attendance figures appear reasonable in light of past efforts.
- Proposed program components and activities appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities.
- Participating artists, staff, community members and others have been/will be involved in planning, implementing, and evaluating the project activities.

### **COMMUNITY IMPACT/PUBLIC BENEFIT (40% of score)**

The organization’s constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There was an appropriate level of constituent involvement and support.

- The plan for serving traditionally underserved populations\* in program development, implementation, and evaluation is clearly described and appears adequate.  
*\*The Indiana Arts Commission defines the underserved as: People lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability or other circumstances.*
- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally underserved populations.
- Proposed activities will be made accessible and marketed to persons with disabilities and other special needs.
- The proposed activities will contribute to long-term growth of the arts in the community.

#### **MANAGEMENT (30% of score)**

- There is a person (paid or volunteer) assigned to manage the project/operation. The manager's qualifications have been clearly explained and appear adequate.
- The project timetable is clearly explained and provides sufficient detail to guide implementation.
- The process that will be used to evaluate project effectiveness is clearly described and measurable. Evaluation will include assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- There is evidence of a successful history of providing related arts activities.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources. There are adequate plans for long-term resource development and deficit reduction (where applicable).
- The applicant's governing body meets on a regular basis and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc.

#### **C. FUNDING DETERMINATION**

Funding recommendations for Arts Project Support and Arts Organization Support grants will be based upon the final score of the Panel Review, the original grant request, and the dollars available during that grant cycle. The formula used to determine final amounts is as follows:

Original grant request X Panel Review Score (with 80% score required for any funding)

The JCAC will total all eligible scores to this point. If the dollar amount for all funded grants exceeds the total amount to be received by the Indiana Arts Commission for the Grant Cycle, then additional computation will be done by standardizing the results in this manner:

Total of funds following initial scoring computation  
 \_\_\_\_\_ = standard score  
 Dollars available from IAC for APS and AOS grants

This standard score will then be multiplied by the initial scoring amount to determine the final grant amount for each organization. Recommendations for funding are then sent to the JCAC Board for final approval.

#### **D. RATIFICATION**

Following review and approval of the Regional Advisory Council, the Board of Directors of the Regional Arts Partner will review and ratify all AOS and APS funding recommendations prior to July 1. These meetings are open to the public for observation and may be recorded.

## **6. Reconsideration Policy and Appeals Process**

### **A. AT THE REGIONAL LEVEL:**

The reconsideration process is designed to review the method and fairness of the Jasper Community Arts Commission's decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

- 1) the panel or review team used criteria other than criteria published in the grant guidelines; and/or
- 2) there was influence by a staff person or volunteer panelist having a conflict of interest; or
- 3) required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the Executive Director of the Jasper Community Arts Commission, stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received within 30 days of notification from the Regional Partner regarding the grant award in question. The Regional Partner's Executive Director will determine if there is reasonable basis for an appeal.

- If no basis is found, the Jasper Community Arts Commission will notify the appellant of the decision within 10 days of receipt of the Applicant's letter. The Executive Director's decision is final and may not be appealed further.
- If the Director finds there is basis for an appeal, an appeals committee, appointed by the Chairperson of the Board, will review the situation and make recommendations to the full Board of Directors at its next business meeting. The Organization will notify the appellant of the Board's decision within 10 days. With one exception, the Board's decision is final and may not be appealed further. (See below.)

### **B. AT THE STATE LEVEL:**

Applicants to the Jasper Community Arts Commission may request a review of the appeal decision if the applicant can demonstrate that the JCAC violated its own appeals process in determining the outcome of the applicant's appeal at the regional level. The state level review is not available to applicants whose request for appeal was found to have no basis by the JCAC executive director.

The state level process is limited to a review of the implementation of the Jasper Community Arts Commission's appeal process. The state process is not intended to impose a different judgment over the JCAC's decision but rather to ascertain if the Regional Arts Partner correctly followed its own appeal process in making a decision.

The applicant must send a letter to the Executive Director of the Indiana Arts Commission stating the reason for the appeal and evidence to support the grounds for appeal. The letter must be sent within 10 days of notification of the Jasper Community Arts Commission's decision. The IAC Executive Director will determine if there is reasonable basis for an appeal.

If no basis is found, the IAC's Executive Director will notify the appellant of the decision within 10 days of receipt of the applicant's letter. The IAC's Executive Director's decision is final and may not be appealed further.

If the IAC's Executive Director finds there is basis for an appeal, an appeals committee, appointed by the Chair of the Commission, will review the situation and make recommendations to the full Commission at its next business meeting. The investigation will involve consultation with the Jasper Community Arts Commission and other parties as applicable. The IAC will notify the applicant and the JCAC of its decision within 10 days of Commission action. All decisions of the Commission are final, binding on the JCAC, and may not be appealed further.

## **7. Grant Award Process and Grantee Responsibilities**

### **A. NOTIFICATION AND FIRST PAYMENT**

All applicants will be notified in writing of grant decisions by late July. Grantees will receive packets containing an award letter, a budget modification form, a service contract, and other pertinent materials that must be completed, signed and returned to the Jasper Community Arts Commission before the grantee's first payment can be processed.

### **B. SERVICE CONTRACT (GRANT AGREEMENT)**

The Jasper Community Arts Commission will issue a service contract (Grant Agreement) to each grantee. The contract specifies the conditions under which the grant is given and, when signed, that the grantee accepts the conditions. The "authorizing official", the person in the organization legally designated to enter into a contract on behalf of the organization, should sign the contract.

**Organizations will have a maximum of 30 days to return the official contract to the JCAC for final signatures. Failure to meet this deadline will mean automatic ineligibility for continuance in the grant process for that current year.**

### **C. GRANTEE CHANGES AFFECTING THE FUNDED PROJECT**

During the period of time covered by the contract, the grantee must give prior written notice to the Jasper Community Arts Commission of any major organizational changes that may affect the funded project, such as significant changes in budget, personnel, dates, scope of activities, etc.

### **D. RECORD RETENTION**



Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the Jasper Community Arts Commission or the IAC. Adequate records need to be maintained to substantiate all financial and program information reported to the JCAC for a period of no fewer than three years.

#### **E. PROJECT / BUDGET MODIFICATION REPORT**

All grantees must submit a revised budget and narrative description of the funded activity/ies based on the **actual amount** of the grant. This report must be returned with the signed contract within 30 days of the receipt of the contract, and becomes a part of the contract. It modifies the original application, describing what will actually be done with the amount of funding that was awarded. The grantee will be held accountable for delivering the type and level of services explained in this report, not the original application

#### **F. FINAL GRANT REPORT**

All grantees must submit a final grant report following the grant's ending date. The deadline for submitting the final report (in general, 30 days after the end of the project) will be identified in your contract.

**All final reports must be approved prior to May 1, 2011--- due to required reporting by the JCAC to the Indiana Arts Commission. Organizations with activities that continue beyond this date should plan to continue their projects as specified in the approved application and Project/Budget Modification Forms, reporting on work that has already been completed and identifying data that is being estimated or anticipated. It is strongly encouraged that final reports be submitted a week prior to the deadline to allow time for corrections to be completed by the deadline.**

Grantees unable to submit grant paperwork by specified deadlines will forfeit their final 10% of grant dollars (as specified in the grant agreement contract) as well as their eligibility to apply or participate in the following 2 (two) funding years. If an organization's application has already been reviewed and approved for funding in the next year prior to the final grant report due date, they will be terminated from the grantee list for that next year and ineligible to apply the following year as well.

The Jasper Community Arts Commission will provide the final grant payment following receipt, review and approval of the Final Grant Report.

#### **G. ACKNOWLEDGEMENT AND CREDIT**

Grantees must credit the Jasper Community Arts Commission, the Indiana Arts Commission, and the National Endowment for the Arts for its support in **all** publicity and printed materials. Logos and credit lines must be included in a prominent location and type size (no smaller than 8 point) in all advertising, title panels, catalogs, fliers, posters, literature, film/video credits, news releases, printed programs, public broadcasts, promotion, and publicity. The Jasper Community Arts Commission will provide grantees with logo sheets.

There are ways to incorporate the credit language and logo into your publicity and informational materials. Including this information in as many places as possible helps your community understand the impact of public funding of the arts. Below are specific requirements that apply to all organizations receiving funding through the Regional Arts Partnership.

## **PROMOTIONAL MATERIALS**

Grantees must credit the JCAC, IAC and the NEA in printed materials (including newsletters, catalogs, brochures, announcements, invitations, and press releases), films and videotapes, electronic transmissions (including Internet sites), and non-written announcements (such as audio descriptions for people who are sight-impaired) regarding all activities for which Commission funds are used. Grantees receiving organizational support must credit the JCAC, IAC and NEA in all promotional materials.

## **PROGRAMS**

Grantees must credit the JCAC, IAC and the NEA in all printed programs, in a type size no smaller than 8-point. If the type size is smaller than 8-point the JCAC, NEA and IAC logos need to appear. Also, list the Commission in the donor category most appropriate to the level of financial support your organization is receiving.

## **EDUCATIONAL MATERIALS**

Grantees must credit the JCAC, IAC and the NEA in all educational materials (including brochures, pamphlets, fliers, postcards, etc.) distributed in association with any IAC-funded program or exhibition. Grantees receiving organizational support must credit the JCAC, IAC and NEA in all educational materials. Again if not using 8-point font or above, the JCAC, IAC and NEA logos need to appear.

## **WEB SITES**

The Grantee must use the JCAC and IAC credit logo on the organization's website – along with a link back to the IAC web site. It should be listed in a place appropriate to the web site's mapping, i.e. IAC credit logo on a sponsorship page with a hyperlink and/or IAC and NEA listed as additional resources with a hyperlink to both. For project support, the JCAC and IAC credit logo must appear on the web page that corresponds to the JCAC/IAC-funded project.

## **ADVERTISING**

Grantees must credit the JCAC, IAC and the NEA in all project-related print (including billboards) and/or electronic advertising (including television and the Internet).

## **NEWS RELEASES**

News releases must credit the JCAC, IAC and NEA support. A sample support statement could be:

*“Provided with support from the Jasper Community Arts Commission, the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency.”*

## **PROMOTIONAL APPEARANCES AND INTERVIEWS**

On television and radio appearances by your representative(s), verbally acknowledge, at least once during a broadcast, the support your organization received from the IAC and the NEA toward your project or overall operation. Also, you should acknowledge the IAC and NEA support in any newspaper, magazine, or on-line interviews about your organization's program(s).

## **VERBAL CREDIT**

When written credit is not applicable, such as when there is no printed program, give verbal credit prior to each performance or activity. If an announcement is not feasible, consider a sign in the lobby or activity space.

The Grantee further agrees to submit to the State the date(s), time(s), and location(s) of performance(s), exhibition(s), program(s), or project(s), and to submit to the State, upon request, copies of all publicity, photographs, and printed materials for the arts activity/ies involved.

The Grantee must also assure that regional sub-grantees receiving Regional Arts Partnership funds credit the Jasper Community Arts Commission, the Indiana Arts Commission, and the National Endowment for the Arts in all promotion, publicity and printed materials (both paper and electronic versions). Logos and credit lines must be included in a prominent location and type size. The credit line for activities receiving funding should read: "Provided with support from the Jasper Community Arts Commission, the Indiana Arts Commission, a state agency and the National Endowment for the Arts, a federal agency."

#### **H. ARTS PROGRAM MONITORING**

The Jasper Community Arts Commission and the Indiana Arts Commission will monitor the arts programs and organizational activities funded through this category. Monitoring activities may vary. **Please advise the JCAC (minimum of 4-6 weeks prior) regarding specific dates of planned activities.**

### **8. Conditions and Requirements**

#### **A. PUBLIC MANIFESTATION**

There must be a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is available to the public. "Available" means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

#### **B. CIVIL RIGHTS**

The Indiana Arts Commission and the Jasper Community Arts Commission comply with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

***Your signed contract indicates that the funded organization understands and is in compliance with these laws:***

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).

- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

*The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."*

- Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975, which provides for nondiscrimination in federally assisted programs on the basis of age.

#### **C. DRUG FREE WORKPLACE**

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

#### **D. FAIR LABOR STANDARDS**

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

## **Appendix A: Fiscal Sponsor Responsibilities and Agreement Form**

(For APS applications only)

A fiscal sponsor is a public agency or tax-exempt not-for-profit organization eligible to apply for Regional Block Grant funding that agrees to apply for funds on behalf of an Indiana nonprofit that has not yet received tax-exempt status. The fiscal sponsor is the applicant of record.

The fiscal sponsor and sponsored entity must develop a written agreement that outlines the roles, responsibilities, and working relationship between the two parties. A copy of the agreement must be submitted with the grant application. If funding is awarded, the fiscal sponsor will be the recipient and administrator of the funds, and is legally responsible for insuring the funds are used for the purposes stated in the project proposal.

The Fiscal Sponsor will:

1. be the applicant of record and sign the application form;
2. enter into a contractual agreement with the Jasper Community Arts Commission for the receipt of the grant funds;
3. receive the funds;
4. maintain accurate and up-to-date records of the receipt of the funds;
5. assure the security of the funds until they are disbursed to the sponsored entity implementing the project;
6. disburse the funds to the sponsored entity as warranted;
7. maintain an accurate and up-to-date accounting of expenditures and income for the project;
8. provide a final grant report of overall expenses and income for the project (all sources) to the Jasper Community Arts Commission within the time period stipulated in the grant contract;
9. reimburse the Jasper Community Arts Commission for any grant funds disbursed which are not spent according to the stipulations of the grant contract;
10. undergo a fiscal review of financial records pertaining to the grant by an agent of the IAC or the JCAC if such review is deemed appropriate;
11. assure compliance with federal and state regulations prohibiting discrimination; and
12. assure compliance with federal and state regulations governing minimum wages; assure compliance with federal and state regulations governing working conditions.

These guidelines pertain to the Indiana Regional Arts Partnership Grant Program. They may or may not be applicable to the programs of other federal, state, or private agencies or endowments.

### **Fiscal Sponsor Agreement**

Please provide the following information about the Fiscal Sponsor organization:

1. Mission/Purpose of Organization
2. Governance and Management
3. Financial Status

Attach the financial statement for the Fiscal Sponsor's most recently completed fiscal year.

Attach the Fiscal Sponsor's signed agreement.

Signatures and Date of Authorizing Official of Sponsored Applicant and Authorizing Official of Fiscal Sponsor

## **Appendix B: In-Kind Income and Expense Guidelines**

Contact your accountant or Jasper Community Arts Commission with questions regarding budgeting for in-kind expenses and income.

Because not-for-profit organizations often receive donated materials and services, (“in-kind” contributions), special accounting guidelines have been established to deal with these items. These guidelines should be followed when the applicant includes in-kind match in the proposed budget.  
(\*)

Donated materials of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (Usually the donor assigns value.)

Donated services of significance should be reported if: 1) they are a normal part of a project and would be otherwise performed by paid personnel; 2) the organization exercises control over the employment and duties of the donor; and 3) there is a measurable basis for assigning a value to the service being donated.

The following cannot be claimed as in-kind service:

- services that are designed to be provided by volunteers;
- periodic volunteer services for fund raising;
- professional personnel engaged in research or training activities without pay or with a nominal allowance; and
- value of time donated by the organization's board of directors and board committee members in carrying out governance activities.

In-kind donations of materials and services must be able to be audited with a written record of each contribution. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item or service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization. Grantees using in-kind as a portion of match will be required to submit documentation with their final grant reports.

All estimated in-kind expense should be identified in the proposed budget next to each appropriate line item cost in the Column labeled “In-Kind”.

The total estimated in-kind income should also be identified in the proposed budget, on Line 28.

(\*) Some applicants may not use in-kind as a portion of their local match requirement. Please refer to "Local Match Requirements", page 6, to verify your eligibility to include in-kind match in this request.

## Appendix C: Accessibility Self-Assessment Checklist

*(Although completion of this form is optional...and not required as part of the application, grantees are responsible for assuring accessibility for all participants in their programs and events.)*

The Indiana Arts Commission has adopted this Checklist as an informal guide for applicant organizations. This Checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act; the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

**FACILITY ACCESS:** Answer questions 1 through 7 about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering *yes* or *no* in response to each question and checking *yes*, *no*, or *n/a* for each accommodation in relation to the question.

YES     Physical feature exists.  
 NO      Physical feature does not exist but should.  
 N/A     Physical feature does not exist and is not needed (i.e., A single-level, ground-floor facility would not need an elevator).

1. Is the entryway accessible to people with mobility impairments (patrons who use wheelchairs, crutches, or walkers or who are unsteady)? \_\_\_\_Yes \_\_\_\_No.

	YES	NO	N/A
Ramps/Lifts	_____	_____	_____
Hand Railings on Ramps	_____	_____	_____
Steps	_____	_____	_____
Hand Railings on Steps	_____	_____	_____
Doors Open Easily/Automatically	_____	_____	_____

2. Is the entry easily accessible to people with visual impairment (i.e., low vision, blind)? \_\_\_\_Yes \_\_\_\_No.

	YES	NO	N/A
Large-Print Signage	_____	_____	_____
Well-Lighted	_____	_____	_____

3. Is the entryway accessible to people with hearing impairments (i.e., hard of hearing, deaf)? \_\_\_\_Yes \_\_\_\_No.

	YES	NO	N/A
Buzzer Door	_____	_____	_____
If Yes, Is There a Visual Entry Code (i.e., Flashing Light)?	_____	_____	_____

4. Is patron parking available? \_\_\_\_Yes \_\_\_\_No.

	YES	NO	N/A
Designated "Handicapped Parking"	_____	_____	_____
Clear Passage to Entry (i.e., for Wheelchair Users)	_____	_____	_____

5. Is the interior space accessible to people with mobility impairments? \_\_\_\_Yes \_\_\_\_No.

	YES	NO	N/A
Ramp	_____	_____	_____
Hand Railings on Ramps	_____	_____	_____
Steps	_____	_____	_____
Hand Railings on Steps	_____	_____	_____
Firm, Smooth Surfaces	_____	_____	_____
Doors Open Easily	_____	_____	_____
Elevators	_____	_____	_____
Chair Lifts	_____	_____	_____
Accessible Restrooms	_____	_____	_____
Designated Wheelchair Seating	_____	_____	_____

6. Is the interior space accessible to people with visual impairments? \_\_\_\_Yes \_\_\_\_No.

	YES	NO	N/A
Large Print Signage	_____	_____	_____
Braille Signage	_____	_____	_____
Braille Marked Elevator Buttons	_____	_____	_____
Raised Letter Signage	_____	_____	_____
Free of Hazardous Overhangs and Protruding Objects	_____	_____	_____
Clearly Marked Abrupt Changes in Levels	_____	_____	_____

7. Is interior accessible to people with hearing impairments? \_\_\_\_Yes \_\_\_\_No.

Visual Emergency Alarm System	_____	_____	_____
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ACCESS TO ORGANIZATIONS PROGRAMS: Answer each question 8 through 10, as it relates to programmatic accessibility.

- YES     Program offers adaptation routinely or upon request.  
 NO      Program does not offer adaptation but should.  
 N/A     Program does not offer adaptation and it is not needed (i.e., A symphony concert probably would not require audio description.)

8. Does the organization use the following to make its programs accessible to people with visual impairments? \_\_\_\_Yes \_\_\_\_No.

Large Print Materials	_____	_____	_____
Large Print Labeling	_____	_____	_____
Braille Materials	_____	_____	_____
Taped Materials	_____	_____	_____
Audio Description	_____	_____	_____

9. Does the organization use the following to make its programs accessible to people with hearing impairments? \_\_\_\_Yes \_\_\_\_No.

Assisted Listening Devices--	_____	_____	_____
Infrared	_____	_____	_____
Audio Loop	_____	_____	_____
FM System	_____	_____	_____
Sign Interpreters	_____	_____	_____
Oral Interpreters	_____	_____	_____
Script and Text of Verbal Presentations	_____	_____	_____
Captioned Audio Visual Materials	_____	_____	_____
TDD/TTY (Telecommunications Device for the Deaf)	_____	_____	_____

10. Does the organization publicize its accessibility? \_\_\_\_Yes \_\_\_\_No.

By Telephone	_____	_____	_____
By TDD/TTY	_____	_____	_____
In Large Print	_____	_____	_____
In Braille	_____	_____	_____
On Audio Cassette Tape	_____	_____	_____



## Appendix D: Sample Detailed Budget with Required Line Item Detail

This budget line item detail was prepared with sufficient information for the reader to understand how costs were determined and what the expected sources of funding (in addition to the IAC grant) expect to be.

In order to evaluate your request for IAC support, staff and advisory panelists need complete information about projected costs and revenue sources. **Applications without the level of detail shown in this sample will be ruled ineligible and returned to the applicant for revision.**

<b>BUDGET LINE ITEM DETAIL</b>			
<b>Proposed Expenses</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total:</b>
<b>A1. Employee compensation, benefits and taxes</b>			
Full-time staff (6)	\$ 225,000		\$ 225,000
Part-time staff (1)	\$ 25,000		\$ 25,000
1/2 of Artistic Director & Production Manager	\$ 38,000		\$ 38,000
FICA and Unemployment	\$ 22,000		\$ 22,000
Health Insurance	\$ 35,000		\$ 35,000
1/2 of Artistic Director	\$ 23,000		\$ 23,000
Conductors	\$ 28,500		\$ 28,500
Five resident artists	\$ 50,000		\$ 50,000
Cover artists/other singers	\$ 7,000		\$ 7,000
FICA, Unemployment, Insurance	\$ 9,000		\$ 9,000
1/2 of Production Manager	\$ 15,000		\$ 15,000
FICA	\$ 1,200		\$ 1,200
Health Insurance	\$ 12,000		\$ 12,000
<b>Total:</b>	<b>\$490,700</b>		<b>\$490,700</b>
<b>A2. Professional Fees and Contracted labor</b>			
Soloists	\$ 130,000		\$ 130,000
Chorus	\$ 26,000		\$ 26,000
Dancers	\$ 10,000		\$ 10,000
Stage Directors, Set Costume and Lighting	\$ 78,000		\$ 78,000
Designers			
Orchestra	\$ 140,000	\$60,000	\$ 200,000
FICA	\$ 10,000		\$ 10,000
Stage Mgrs., Tech. Directors, Accompanists, Assts.	\$ 50,400		\$ 50,400
Stagehands	\$ 143,300		\$ 143,300
Wardrobe Personnel	\$ 37,000		\$ 37,000
FICA (\$62,000 x .0765) (some paid as contractors)	\$ 5,000		\$ 5,000
<b>Total:</b>	<b>\$ 629,700</b>	<b>\$60,000</b>	<b>\$ 689,700</b>
<b>A3. Space Rental</b>			
Performance Hall Rental	\$ 107,650	\$ 120,000	\$ 227,650
Rehearsal Hall Rental	\$ 6,000		\$ 6,000
Housing for visiting artists	\$ 30,450		\$ 30,450
Office Space, utilities	\$ 25,000		\$ 25,000

		<b>Total: \$</b>	<b>169,100</b>	<b>\$</b>	<b>120,000</b>	<b>\$</b>	<b>289,100</b>
A4. Travel/Transportation							
	Travel for Visiting Artists	\$	30,000	\$	10,000	\$	40,000
	Staff local travel @\$.25	\$	5,000			\$	5,000
	Production local travel	\$	3,000			\$	3,000
	Ensemble Travel	\$	9,000			\$	9,000
	Member Organization Travel	\$	5,000			\$	5,000
	Shipping of sets and costumes	\$	30,000			\$	30,000
	<b>Total:</b>	<b>\$</b>	<b>82,000</b>	<b>\$</b>	<b>10,000</b>	<b>\$</b>	<b>92,000</b>
A5. Marketing/Promotional							
	Promotion 98-99 Season	\$	45,000	\$	25,000	\$	70,000
	Season Program	\$	30,000			\$	30,000
	Advertising	\$	60,000	\$	10,000	\$	70,000
	Public Relations	\$	7,500			\$	7,500
	Newsletters	\$	6,000			\$	6,000
	Merchandise for resale	\$	5,000			\$	5,000
	Ticket, box office fees	\$	22,000			\$	22,000
	<b>Total:</b>	<b>\$</b>	<b>175,500</b>	<b>\$</b>	<b>35,000</b>	<b>\$</b>	<b>210,500</b>
A6. Staff Development and Training			\$ 0				\$ 0
	<b>Total:</b>		<b>\$ 0</b>		<b>\$ 0</b>		<b>\$ 0</b>
A7. Supplies			\$ 0		\$ 0		\$ 0
	<b>Total:</b>		<b>\$ 0</b>		<b>\$ 0</b>		<b>\$ 0</b>
A8. Other Expense-Please Specify							
	Non-personnel expenses for productions (design elements)	\$	273,975			\$	273,975
	Operating Expenses including insurance, audit, postage, supplies, telephone, depreciation, interest, etc.	\$	159,525			\$	159,525
	Fundraising expenses	\$	25,000			\$	25,000
	Co-production investments	\$	130,000			\$	130,000
	<b>Total:</b>	<b>\$</b>	<b>588,500</b>			<b>\$</b>	<b>588,500</b>
A9. Total Cash Expenses			<b>\$ 2,135,500</b>				
A10. Total in-kind					<b>\$ 225,000</b>		
<b>A11. Total Project/Operation Expenses</b>							<b>\$2,360,500</b>
<b>Projected Income</b>			<b>Cash</b>		<b>In-Kind</b>		<b>Total:</b>
B1 Service Fees, Contracted Fees, and Admissions							
	Admissions						
	Season Tickets (2,000 x \$140avg.)	\$	280,000			\$	280,000
	Single Tickets/Group Sales						
	Production #1	\$	30,000			\$	30,000
	Production #2	\$	60,000			\$	60,000
	Production #3	\$	48,000			\$	48,000

Contracted Services Revenue			
	Ensemble School/Community performances	\$ 75,000	\$ 75,000
	Dress Rehearsal fees	\$ 20,000	\$ 20,000
	<b>Total:</b>	<b>\$ 513,000</b>	<b>\$ 513,000</b>
B2. Corporate Contributions/sponsorships			
	Underwriting/Contributions	\$ 310,000	\$ 310,000
	Corporate match	\$ 40,000	\$ 40,000
	<b>Total:</b>	<b>\$ 350,000</b>	<b>\$350,000.00</b>
B3. Foundation Support			
	John Doe Endowment	\$ 257,500	\$ 257,500
	The Smith Fund, Inc.	\$ 30,000	\$ 30,000
	Some City Foundation	\$ 45,000	\$ 45,000
	Other	\$ 50,000	\$ 50,000
	<b>Total:</b>	<b>\$ 382,500</b>	<b>\$ 382,500</b>
B4. Federal Government Support		\$ 0	\$ 0
	<b>Total:</b>	<b>\$ 0</b>	<b>\$ 0</b>
B5. Regional/State Government Support (Non RAP grant support)		\$ 0	\$ 0
	<b>Total:</b>	<b>\$ 0</b>	<b>\$ 0</b>
B6. Local Government Support		\$ 25,000	\$ 25,000
	<b>Total:</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
	Contributions from individuals	\$ 375,000	\$ 375,000
	<b>Total:</b>	<b>\$ 375,000</b>	<b>\$ 375,000</b>
B8. Other Income-Please specify			
	Program advertising	\$ 32,500	\$ 32,500
	Set/costume rentals	\$ 10,000	\$ 10,000
	Merchandise sales	\$ 8,500	\$ 8,500
	Interest income	\$ 14,000	\$ 14,000
	Investment income	\$ 150,000	\$ 150,000
	Organization's guild	\$ 25,000	\$ 25,000
	Special Events	\$ 50,000	\$ 50,000
	<b>Total:</b>	<b>\$ 290,000</b>	<b>\$ 290,000</b>
B9. 25. Total Non-IAC Cash Income		<b>\$1,935,500</b>	<b>\$1,935,500</b>
B10. Regional Arts Partnership Grant Request		<b>\$ 200,000</b>	<b>\$ 200,000</b>
B11. Total Proposed Cash Income (B9 + B10)		<b>Total: \$ 2,135,500</b>	<b>\$ 2,135,500</b>
28. Total in-kind			\$ 225,000
<b>29. Total Project/Operation Income</b>			<b>\$ 2,360,500</b>

## **Appendix E: National Standard for Arts Information Exchange Organizational Codes**

Use codes to complete SECTION B and E.

### **Applicant Institution** (Section B, 7)

- 01 Individual- Artist
- 02 Individual-Non-Artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group for Youth
- 07 Performance Facility
- 08 Museum- Art
- 09 Museum- Other
- 10 Gallery/Exhibit Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 Parent-Teacher Organization
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 31 Corporation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio

- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

### **Applicant Status** (Section B, 8)

- 01 Individual
- 02 Organization - Non-Profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

### **Type of Activity** (Section E, 2)

- 01 Acquisition
- 02 Audience Services
- 03 Award/Fellowship
- 04 Creation of a Work of Art
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction, Maintenance,  
Renovation
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Institution/Organization Establishment
- 11 Institution/Organization Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support- Administrative
- 15 Professional Support - Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Purchase/Lease/Rental
- 24 Distribution of Art
- 25 Apprenticeship/Internship

26 Regranting  
27 Translation  
28 Writing About Art  
29 Professional Development/Training  
30 Student Assessment  
31 Curriculum Development/  
Implementation  
32 Stabilization/Endowment/Challenge  
33 Building Public Awareness  
34 Technical Assistance  
35 Website/Internet Development  
36 Broadcasting  
99 None of the Above

**Applicant Discipline** (Section E, 3)

01 Dance  
A Ballet  
B Ethnic/Jazz  
C Modern  
02 Music  
A Band  
B Chamber  
C Choral  
D New  
E Ethnic  
F Jazz  
G Popular  
H Solo/Recital  
I Orchestral  
03 Opera/Musical Theatre  
A Opera  
B Musical Theatre  
04 Theatre  
A Theatre-General  
B Mime  
D Puppet  
E Theatre for young audiences  
05 Visual Arts  
A Experimental  
B Graphics  
D Painting  
F Sculpture  
06 Design Arts  
A Architecture  
B Fashion  
C Graphic  
D Industrial  
E Interior  
F Landscape Architecture  
G Urban/Metropolitan  
07 Crafts  
A Clay

B Fiber  
C Glass  
D Leather  
E Metal  
F Paper  
G Plastic  
H Wood  
I Mixed Media  
08 Photography  
09 Media Arts  
A Film  
B Audio  
C Video  
D Technology/Experimental  
10 Literature  
A Fiction  
B Non-Fiction  
C Playwriting  
D Poetry  
11 Interdisciplinary  
12 Folklife/Traditional Arts  
A Folk/Traditional Dance  
B Folk/Traditional Music  
C Folk/Traditional Crafts and Visual  
Arts  
D Oral Traditions  
13 Humanities  
14 Multidisciplinary  
15 Non-Arts/Non-Humanities

## Appendix F: Glossary of Terms and Acronyms

**Arts Organization** – Has arts programming and/or service as its primary mission.

**Non-Arts Organization** – Does not have the arts as their primary mission. They include pre-K, elementary, secondary schools, and in some cases, colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; professional associations; public libraries; public broadcast stations; health and human services; and other public agencies and private nonprofit tax-exempt community-based organizations.

**Nonprofit Organization** – Must be incorporated in the state of Indiana at the time of application, and have received recognition of tax-exempt status from the Internal Revenue Service.

**Presenter** – An organization which enters into a purchase of service contract with a producer in order to provide arts performances, exhibits, readings, screenings, etc., created by the producer, to audiences located within the service area of the organization.

**Producer** – An organization that creates or organizes arts performance, exhibits, readings, screenings, etc., which will be provided to audiences located outside the service area in which the organization is based.

**IAC** – Indiana Arts Commission, a state agency established in 1969 to increase the support, awareness, and outreach of the arts in communities across the state. The IAC administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts.

**RAP** – Regional Arts Partner-- These 12 organizations work in cooperation with the IAC to provide four core services to artists, arts providers, and arts consumers in a specific multi-county region of Indiana. The core services are Cultural Planning, Grantsmaking, Information and Referral, and Technical Assistance. The Jasper Community Arts Commission is the RAP for the 6-county area known as Region 11.

**Region 11** – The six-county area (Crawford, Daviess, Dubois, Martin, Orange and Perry) of Indiana that is served by the Jasper Community Arts Commission in partnership with the Indiana Arts Commission, to provide the 4 core services for the arts.

**Underserved** – People lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability or other circumstances.

**Financial Statement** – Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire fiscal year prepared according to generally accepted accounting principles.

**Compilation** – Itemized statement of an organization's beginning & ending assets, liabilities, and fund balances for an entire financial year that has been prepared by a certified public accountant according to generally accepted accounting principles but does not contain an opinion or any other form of assurance by the CPA.

**Review** – Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire fiscal year that has been prepared by a certified public accountant according to generally accepted accounting principles and involves inquiries of management and analytical procedures and reasonableness tests.

**Audit** – Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire fiscal year that has been prepared by a certified public accountant according to generally accepted accounting principles, contains an examination on a test basis of the evidence supporting the amounts in the financial statements, and is designed to provide reasonable assurances that the financial statements are free of material misstatement.

**Fiscal Sponsor** – A fiscal sponsor is a public agency or tax-exempt not-for-profit organization eligible to apply for IAC funding that agrees to apply for funds on behalf of an Indiana nonprofit that has not yet received federal tax-exempt status from the IRS. The fiscal sponsor is the applicant of record. The fiscal sponsor and sponsored entity must develop a written agreement that outlines the roles, responsibilities, and working relationship between the two parties. A copy of that agreement must be submitted with the application. If funding is awarded, the fiscal sponsor will be the recipient and administrator of the funds, and is legally responsible for insuring that the funds are used for the purposes stated in the project proposal. Fiscal Sponsors are encouraged to read this application booklet thoroughly to gain an understanding of all of the fiscal requirements that fiscal sponsors are required to meet.